

# IDAHO VOLUNTEER SERVICES PROGRAM APPLICATION



Volunteer service is creditable work experience and through the Volunteer Services Program, volunteer groups and individuals give their time and talent engaging in Idaho Transportation Department-approved activities not associated with the Adopt-A-Highway Program. Volunteers receive no wages or benefits and are not considered state employees for any purpose other than tort claims and injury compensation.

VOLUNTEER GROUPS			
Group Name			Number of Volunteers
Contact Person			Day Phone Number
Mailing Address			Contact Person Signature
City	State	Zip	Date

VOLUNTEER INDIVIDUALS			
Name			Day Phone Number
Mailing Address			Signature
City	State	Zip	Date

LOCATION OF SERVICE	

TYPE OF SERVICE
Please mark all options that apply:
<input type="checkbox"/> Litter Pickup
<input type="checkbox"/> Wildflower Planting/Maintenance
<input type="checkbox"/> Graffiti Removal
<input type="checkbox"/> Landscape Planting/Maintenance
<input type="checkbox"/> State Highway Right-of-Way Beautification
<input type="checkbox"/> Clerical
<input type="checkbox"/> Yard/Building Maintenance
<input type="checkbox"/> Other _____

DATE(S) OF SERVICE

Upon completion, mail the application to:

Volunteer Services Coordinator  
Idaho Transportation Department  
PO Box 7129  
Boise ID 83707-1129

## IDAHO VOLUNTEER SERVICES PROGRAM AGREEMENT TERMS AND CONDITIONS



The Idaho Transportation Department, hereinafter called ITD, and \_\_\_\_\_,

hereinafter called Volunteers (whether a volunteer group or volunteer individual), recognize the need and desirability of using volunteers for ITD-approved activities not associated with the Adopt-A-Highway Program and enter into this Agreement.

By signature below, the Volunteers, both jointly and severally, agree to the following terms and conditions:

### GENERAL INFORMATION

- Volunteers act as an independent contractor when participating in the Volunteer Services Program.
- Volunteers agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer or headquarters supervisor.
- Volunteers shall be required to sign a release form before participating in the Volunteer Services Program. Release forms will be provided to Volunteers after application approval.
- Volunteers younger than 18 years of age must have a separate release form signed by a parent or guardian before participating in any Volunteer Services Program activity. Release forms will be provided to Volunteers after application approval.
- No Volunteers shall be denied the opportunity to participate in this program because of race, sex, color, national origin, or disability.
- No Volunteers that promote racial intolerance or harassment is eligible to participate in this program.
- Volunteers are prohibited from either possessing or consuming alcoholic beverages or illegal drugs while participating in the Volunteer Services Program.
- When Volunteers are younger than 18 years of age, the volunteer group shall furnish supervision with a minimum of one adult for every 10 participants.
- Volunteers required to operate ITD vehicles as part of their volunteer duties shall obtain an ITD-2033, Driver Permit, by completing an ITD-1211, Supervisor's Authorization for an ITD Driving Permit (including Vehicle Operation Guidelines). Volunteers shall be subject to the same rules and regulations as ITD employees when operating ITD vehicles. The Employee Safety/Risk Management Section shall process and issue the Driver Permit.

### ROADSIDE SERVICE

- Volunteers shall be required to attend a safety meeting. For volunteer groups, the contact person shall conduct the meeting. Volunteers not part of a group shall obtain and view a safety video from the District Adopt-A-Highway Coordinator before participating in the program.
- All Volunteers should be aware of the possible presence of dust, exhaust fumes, plant pollens, pesticides, hazardous materials, etc., on roadsides and shall not pick up syringes, needles, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine.

- Volunteers shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in the roadside activity.
- Traffic control signs shall be used for roadside activities. Signs shall be obtained from ITD and properly set up prior to any roadside activity.
- Volunteers shall wear ITD-supplied safety vests during roadside activities. Volunteers picking up litter shall be responsible for placing litter in trash bags furnished by ITD. The bags shall be tied and placed on the roadway shoulder for pickup by ITD.
- Supplies and materials shall be obtained from ITD during regular business hours and returned to ITD within one week following the roadside activity.

### **RESPONSIBILITIES OF ITD**

- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for the use of Volunteers participating in roadside activities.
- To the extent possible, ITD will remove filled trash bags from the roadsides the first ITD workday following the litter pickup.
- ITD will provide wildflower seed and site marking flags for pre-approved participation in Operation Wildflower.
- ITD will supply materials required for effective graffiti removal.

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Location of Service

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Type of Service

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Date(s) of Service

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Authorized Volunteer Signature

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District Engineer or Headquarters Supervisor  
Signature

### **TERMINATION OF VOLUNTEER SERVICES AGREEMENT**

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Termination Date

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Signature of ITD Supervisor

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Number of Volunteers

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Total Hours Volunteered



## IDAHO ADOPT-A-HIGHWAY/VOLUNTEER SERVICES PROGRAMS RELEASE FORM FOR UNDER AGE 18



**Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway Program.**

DATE \_\_\_\_\_

I, a member of the \_\_\_\_\_, have attended the roadside safety training program as a prerequisite to participation in the Adopt-A-Highway/Volunteer Services Programs.

I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and other volunteer activities on or near state highway right-of-way.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities on or near the state highway right-of-way.

Minor's Name (please print) \_\_\_\_\_

Minor's Signature \_\_\_\_\_

Minor's Address \_\_\_\_\_

I certify that I am the minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway/Volunteer Services Programs and further agree to abide by the stipulations set forth in the paragraphs above.

Parent's or Guardian's Name (please print) \_\_\_\_\_

Parent's or Guardian's Signature \_\_\_\_\_

Parent's or Guardian's Signature  
(if different from minor) \_\_\_\_\_



# IDAHO ADOPT-A-HIGHWAY/VOLUNTEER SERVICES PROGRAMS RELEASE FORM



All participants under the age of eighteen (18) must have a separate Release Form (ITD 02871) signed by their parent or guardian.

**Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway Program.**

DATE \_\_\_\_\_

I, a member of the \_\_\_\_\_, have attended the roadside safety training program as a prerequisite to participation in the Adopt-A-Highway/Volunteer Services Programs.

I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and other volunteer activities on or near state highway right-of-way.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities on or near the state highway right-of-way.

SIGNATURE

ADDRESS

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## DISTRICT ADOPT-A-HIGHWAY COORDINATORS & MAINTENANCE SHEDS

DISTRICT 1 COORDINATOR (Coeur d'Alene) 772-1297  
 Bonners Ferry 267-3531  
 Coeur d'Alene N & W 772-1240  
 Coeur d'Alene S & E 772-1250  
 Clark Fork 266-1417  
 Harrison 689-3686  
 Mullan 744-1276  
 Osburn 556-2711  
 Plummer 686-1523  
 Priest River 448-1215  
 Sandpoint 263-3412  
 Santa 245-3201  
 Spirit Lake 623-4491  
 St. Maries 245-2021

DISTRICT 2 COORDINATOR (Lewiston) 799-4205  
 Bovill 826-3221  
 Craigmont 924-5602  
 Deary 877-1118  
 Fleming 926-4483  
 Grangeville 983-1140  
 Kendrick 289-3017  
 Kooskia 926-4670  
 Lewiston 799-4277  
 Lucile 628-3809  
 Moscow 882-5125  
 Orofino 476-4433  
 Potlatch 875-0414  
 Powell 942-3395  
 Reed's Bar 842-2261  
 Weippe 435-4313

DISTRICT 3 COORDINATOR (Boise) 334-8350  
 Banks 793-2383  
 Boise 334-8361  
 Bruneau 845-2710  
 Caldwell 459-7429  
 Cascade 382-4675  
 Council 253-6932  
 Emmett 365-5841  
 Hammett 366-7559  
 Idaho City 392-6629  
 Lowman 259-3311  
 Marsing 896-4485  
 Mountain Home 587-7966  
 New Meadows 347-2291  
 New Plymouth 278-3246  
 Riddle 759-3207  
 Weiser 549-1305

DISTRICT 4 COORDINATOR (Twin Falls) 736-3088  
 Bliss 352-4620  
 Carey 823-4321  
 Fairfield 764-2347  
 Hailey 788-3365  
 Jerome 324-4401  
 Rupert 436-4630  
 Stanley 774-3581  
 Shoshone 886-7859  
 Sublett 645-2510  
 Twin Falls 736-3088

DISTRICT 5 COORDINATOR (Pocatello) 239-3307  
 American Falls 226-5094  
 Blackfoot 785-0331  
 Downey 897-5379  
 Malad 766-2900  
 McCammon 254-3171  
 Montpelier 847-1702  
 Pocatello 239-3376  
 Preston 852-1712  
 Soda Springs 547-4779  
 Wayan 574-2385

DISTRICT 6 COORDINATOR (Rigby) 745-5631  
 Arco 527-8289  
 Ashton 652-7247  
 Challis 879-4425  
 Driggs 354-2288  
 Dubois 374-5246  
 Gibbonsville 865-2253  
 Idaho Falls 524-2146  
 Irwin 483-2705  
 Island Park 558-7350  
 Leadore 768-2393  
 Mackay 558-2246  
 Mud Lake 663-4901  
 Salmon 756-3313  
 Sugar City 356-3575

### STATEWIDE ADOPT-A HIGHWAY COORDINATOR

Boise 334-8465 or 1-800-443-2878  
 FAX 334-8595  
 Voice/TDD 334-4458

## GUIDELINES FOR LITTER PICKUP

### **Litter Pickup --**

**Two Lane Two Way Roadways** -- Participants are restricted to one side of the roadway between the right-hand edge of the pavement and the right-of way fence or boundary at any one time. Litter on the pavement is **NOT** picked up by participants. Crossing back and forth over the roadway is prohibited on two-lane rural highways.

**Multiple Lane Divided/Interstate** -- Participants working within a median area shall be restricted to the minimum number of crossings required to gain ingress and egress from the median area. It is recommended that the transport vehicle be used to transfer the participants from working on the outside shoulder area to the median area. The transport vehicle can be used as a shadow vehicle (see definition below) to protect workers and minimize the potential for accidents.

**Parking** -- Volunteer groups should park their vehicles off the roadway shoulder and as near to the right-of-way fence as possible. It is recommended that a minimum number of vehicles be used to transport participants to the litter pickup area.

**Safety Vests** -- Participants must wear the ITD supplied safety vests during litter pickup.

**Shadow Vehicle** -- A vehicle used to give advance notice of work taking place through the means of either additional signing mounted on the rear of the vehicle, flashing emergency lights or a flashing rotating beacon. Shadow vehicles, when used, should be parked in advance of the work taking place or be used to follow a moving operation at a distance to give additional protection to the workers. When one large vehicle (van or bus) is used to transport the volunteers it may be parked on the shoulder closest to the litter pickup where it can act as a shadow vehicle for additional protection of the participants. This would allow parking on the inside shoulder for Median pickup or the outside shoulder for litter pickup between the shoulder and the right-of-way fence. If used as a shadow vehicle it will be required to have safety flashers or a rotating flashing beacon in operation during the litter pickup and be parked as close as possible to the outside edge of the roadway shoulder. Supplemental signing mounted on the back of the shadow vehicle may also be used to give additional advance notice to the traveling public.

**Signing** -- Traffic control signs should be mounted on temporary stands and placed adjacent to the edge of the shoulder.

**Two Lane Two Way Roadways (Figure 1)**-- Traffic control signs should be placed on both sides of the roadway where litter pickup is taking place. Signing should be at least 500 feet in advance of each end of the litter pickup section for each direction of travel. The lower edge of the sign must be mounted a minimum of one foot (1') above the roadway surface.

**Multiple Lane Divided (Figures 2 and 3)** -- Signing should be placed on both sides of the travel lanes a minimum of 1000 feet in advance of the litter pickup area. Signs must be mounted with the lower edge of the sign a minimum of six feet (6') above the roadway shoulder. If a shadow vehicle is used for litter pickup on Interstate roadways, consideration should be given to mounting supplemental signing on the back of the shadow vehicle that restates the "Roadside Litter Pickup" message.



# TRAFFIC CONTROL PLAN FOR VOLUNTEER GROUP LITTER PICKUP

FIGURE 1

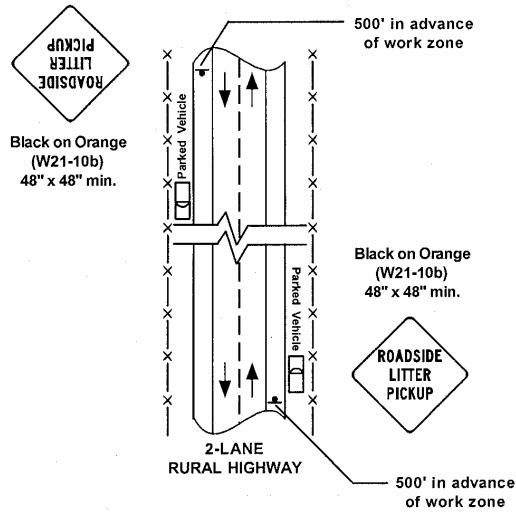
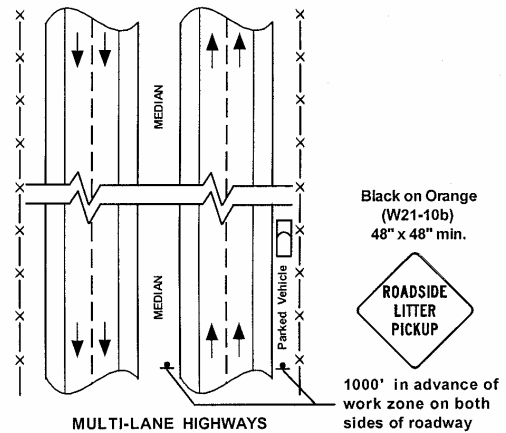
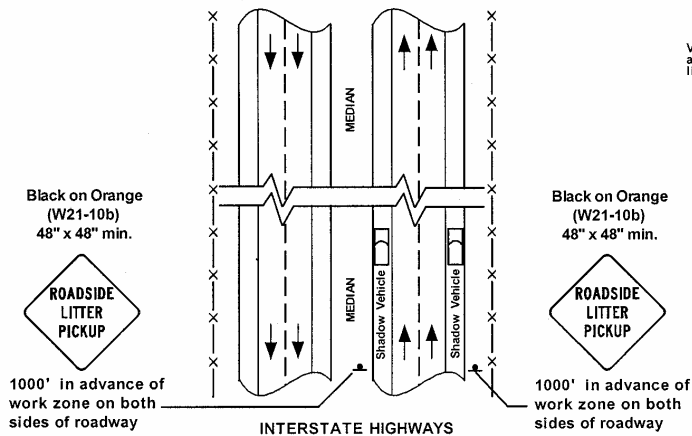


FIGURE 2



Vehicles should be parked off the roadway shoulder as near as possible to the right-of-way fence or boundary line.

FIGURE 3



Shadow vehicle should be used on outside shoulder or inside shoulder, but never both shoulders at once.

\*\* OPTIONAL \*\* Signing can be added to the back of shadow vehicles for additional advance warning.



## Safety Tips

- Have your litter pickup during daylight on fair weather days.
- Before litter pickup, review two inserts contained in your Adopt-A-Highway information packet: Traffic Control Plan for Volunteer Group Litter Pickup and Bag It, Move It, Leave It.
- Have a first-aid kit available. Put extra gloves and sunscreen in the first-aid kit.
- Wear gloves, long pants, sturdy shoes and an ITD issued safety vest.
- Headsets can interfere with your ability to hear oncoming traffic or other potential hazards and should not worn.
- Items that might cause injury, such as axes, knives, machetes, etc., should not be carried during litter pickup.
- Don't pick up litter on the roadway, bridges, in tunnels or on overpasses. These areas are especially dangerous for pedestrians.
- Stay clear of mowing operations and maintenance or construction activities.
- Be alert for snakes, stinging insects & poison ivy. Be cautious around tall grass and old logs.
- Don't try to make room in your litterbag by jumping or pushing down on it. You could cut yourself or the bag may rip and you might end up picking the litter up all over again.
- Avoid overexertion by resting when you need to and drinking plenty of water, especially on warm days.
- Never drink alcoholic beverages before or during your litter pickup.



# Bag It, Move It, or Leave It?

## Adopt-A-Highway Instructions for Handling Roadside Litter

### BAG IT

1. These items may be placed in a bag.
    - A. Small items made of paper, cardboard, plastic, styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
    - B. Small, empty containers provided that the item does not have sharp edges.
- Adopt-A-Highway volunteers are encouraged to recycle.

### MOVE IT

1. These items should be placed alongside your tied bags.
    - A. Items with dull, pointed edges that might tear a bag.
    - B. Large items that would prevent a bag from being properly tied closed.
    - C. Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
    - D. Containers that are not empty *if* the contents won't spill when moved *and* you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.
- If in doubt, leave the item alone.

### LEAVE IT

1. These items should be left where found without taking further action.
  - A. Sharp, large, or heavy items that could cause physical injury if moved.
  - B. Any item in an unsafe location (near traffic lanes, on unstable ground, etc.)
2. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet. If you are unable to speak directly to an ITD employee, please leave a voice message.
  - A. Items you are not permitted to bag or move that will not be easily visible to the ITD crew collecting your tied bags.
  - B. Securely closed items containing hazardous substances. \*
3. Keep a safe distance away from the following items and do not disturb them in any way. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet.
  - A. Any item that you cannot identify and suspect may be hazardous.
  - B. Unclosed or leaking items containing hazardous substances. \*
  - C. Items with hazardous material labels.\*
  - D. Items that could pose an immediate danger. \*

\*See back for examples

If you find any of the following items, please call your local district maintenance shed. Shed locations and telephone numbers are listed on the blue reference sheet titled “District Adopt-A-Highway Coordinators & Maintenance Sheds”. The sheet is included in the Adopt-A-Highway information/application packet and was provided to your group contact.

## Item

### Miscellaneous Items

Any item that you cannot identify and suspect may be hazardous.

### Hazardous Substances

Spills of liquid or powdery substances

Fuels

Motor oils, petroleum products

Antifreeze

Batteries

Paints

Human urine, feces, bloody waste

Syringes

### Extremely Hazardous Items

Explosives

Weapons, unspent ammunition

Items with hazardous material labels (see examples below)

Unlabeled medicines

Possible drug paraphernalia\*\*

\*\* Methamphetamine drug lab waste can be found in many shapes and forms. Propane cylinders from grills are used to transport anhydrous ammonia. This ammonia can burn your skin and cause severe respiratory damage. Other lab waste could include medicine boxes, pill residue (putty looking substance pink to red in color), respirator masks, rubber gloves, rubber hosing and clamps, pyrex glass, corning containers and other containers with rubber hoses attached.

### EXAMPLES OF HAZARDOUS MATERIALS LABELS

